

PILNING AND SEVERN BEACH CEMETERY

Cemetery Rules and Regulations (2019 to Present Date)

**No pre-purchase grave spaces allowed, new graves will be opened in order
(Resolution April 14th, 19.72)**

- 1. Interpretation.** In these Rules and Regulations, unless the context otherwise requires, the following expressions shall have the meanings assigned to them.

Committee. Shall mean those Parish Councillors of Pilning and Severn Beach to act as a Burial Authority.

Cemetery Clerk. Shall mean the person for the time being holding the Office of Clerk to the Committee or the person who shall be acting for him on his behalf or under his direction.

Minister. Shall mean the person officiating as such at an interment in the Cemetery

Grave. Shall mean the burial place formed in the ground by excavation and without any internal wall of brickwork

Old Section. Shall mean the Cemetery to the left-hand side as you walk from the Church pathway.

Lawn Section. Shall mean the extension to the Cemetery to the right-hand side as you walk from the Church pathway. This Cemetery allows a plot to have a maximum of two full burials.

Casket Section. Shall mean for casket remains or pouring of cremated remains.

- 2. Hours of Admission.** The Cemetery is open to the public from 9am until 8pm or sunset, whichever is earlier.

3. Purchase of Graves

The Exclusive Right of Burial in a private grave is for 50 years from the date of purchase. Grantees (Grave Owners) should inform the Clerk if they change address

The Exclusive Right of Burial entitles the deed holder to determine who is buried in the grave and whether a memorial can be erected on the grave (Subject to a permit being granted by the Clerk).

A maximum of two people can become owners of the Grant of Exclusive Rights of Burial of a grave space.

Should the registered owner of Exclusive Rights of Burial be deceased, a transfer of ownership must be arranged before any new interments can take place, or erection of any memorial. (Statutory Declaration would be required).

4. Conduct of Persons in the Cemetery.

- All persons admitted to the Cemetery will be subject to the orders and control of the Clerk, or any member of the Committee visiting the Cemetery for any purpose.
- All Persons must conduct themselves in a quiet, decent and orderly manner in the Cemetery. Any persons stealing plants or flowers will be prosecuted.
- Any person who wilfully destroys, damages any property belonging to, or connected with the Cemetery, or plays at any game or sport, discharges firearms (Except at a Military Funeral) in the Cemetery, or wilfully disturbs any persons assembled for the purpose of attending any Funeral therein, or commits any nuisance within the Cemetery, is liable on summary conviction, not exceeding FIFTY POUNDS (£50).
- Vehicles will only be allowed into the Cemetery with consent of the Clerk
- Dogs are allowed in the Cemetery if on a lead

5. Smoking. Smoking is prohibited near any place where an interment is taking place.

6. Control of Funerals. The conduct of Funerals inside the Cemetery shall be subject to the control of the Clerk.

7. Ceremonies. Ceremonies of a special nature are subject to the approval of the Clerk.

8. Large Congregations and Bands. In every case in which a burial is one which a large number of persons may be expected to assemble, or which is likely to be attended by a band of music or banners, the facts must be notified to the Clerk by the person making the Funeral arrangements at least twenty- four hours before the funeral. In the case of a funeral attended by a band of music, the band must cease playing at the Cemetery gates unless permission to play in the Cemetery has been obtained by writing from the Clerk.

9. Notice of Interment.

- Notice of Interment will be accepted by telephone, but must be confirmed in writing immediately, together with all fees and charges due.

- Notice of Interment must be given on the printed forms supplied, on which all particulars required must be clearly stated. Responsibility for any error or omission will rest upon the person signing the notice.
- Not less than seventy-two hours' notice is required for interment in a private grave, exclusive in each case of Sunday, Good Friday, Christmas Day, and Bank Holidays. An Interment at shorter notice will, if possible, be arranged in an exceptional case by the Clerk, but an extra charge will be made to cover the extra work involved.
- After notice of an Interment has been given, any alteration required to the arrangements will be subject to an additional charge if the notice period of notice is thereby reduced or if as a result the Committee or Clerk incur any additional expense

10. Documents sent by the Post.

The Committee will not accept any responsibility for the consequences arising from the loss or delay of any notice order, or other documents sent by post.

11. Hours of Interments

The Cemetery is open for Interments from 9.30am until 4pm Monday to Friday. Interments at other hours may be arranged in special circumstances on payment of an additional fee. Except in cases of emergency, no Interments are permitted on Sundays, Good Friday, Christmas day or Bank Holidays.

12. Punctuality to be observed

The time given on the Notice of Interment should be when the Funeral arrives at the Cemetery, the Clerk is aware of issues travelling and will allow the interment to be 45 minutes late, without additional cost.

13. Certificates required

A registrars Certificate (Green Disposal form) or a Coroners Order for Burial must be delivered to the Clerk at the latest during the time of Interment.

Any person failing to delivery the appropriate certificate will be required to make a written declaration in the prescribed form in accordance within the provisions of Section 1 of the Births and Deaths Registration Act 1953. Failure to comply with these requirements is an offence punishable on summary conviction by fine not exceeding FIFTY POUNDS (£50)

A registrars Certificate or a Coroners Order in respect of a still born child or a child under one month must be delivered to the Clerk or his representative when a body is brought for interment. A midwives certificate will not be accepted.

14. Officiating Minister

The person arranging a burial must be responsible for the attendance of a Minister to Officiate at the burial service

15. Exhumation

No human remains will be removed from any grave after committal has taken place, without the proper authority from the Home Office and / or the Ecclesiastical Court.

In the first instance a request for Exhumation should be made to the Cemetery Clerk before any application for licence or faculty is made.

The Exhumation will be carried out in strict accordance with Statutory provisions and any conditions imposed by the Secretary of State for the Home Office or the Ecclesiastical Court and any restrictions added by the local Area Health Officer. Nothing in these regulations should be construed as authorising the disturbance of Human Remains without the appropriate authority. Human Remains within these regulations is deemed to include cremated remains.

16. Wooden Coffins

No coffin other than wood be allowed in the grave, any special requests must be approved in writing by the Clerk.

17. Excavation of Graves

All work in connection with the excavation of a grave will be carried out by persons approved by the Clerk.

18. Memorials

It is recommended that no Memorial be erected until at least 12 months have lapsed, to allow for ground settlement, 18 months is more desirable.

Memorials may be erected on graves but in the first instance a drawing showing, dimensions, proposed inscriptions, and description of the memorial accompanied by an application by the prescribed form must be forwarded to the Clerk for approval.

No memorial may be erected until a permit has been granted and the Clerk may refuse to admit or may require the removal of any memorial not complying with the permitted conditions

Materials: all memorials must be of natural quarried stone, in white, black or grey and have the number of the grave space cut thereon. Stones which will not bear continued exposure and memorials of metal or wood will not be permitted. The erection of memorials, the materials used, and methods of construction shall be in memorial craft.

Old Section. All memorials to be erected in the Old Section will consist of a headstone of natural quarried stone only, grave areas will be levelled and turfed, but an area of no more than 18" from the headstone maybe left unturfed and used as a flowerbed. If no headstone is erected, a vase may be placed at the head of the grave. In other cases, an area 2" x 18" may be reserved as a flower bed (*Resolution April 14th, 19.72*)

Lawn Section. (New section) All memorials to be erected in the Lawn Section will consist of a Flat Stone, Marble Desk, Flat stone with sloping book type, Tapered Memorial or a vase. Memorials must be of natural quarried stone only, in white, black or grey and must conform to and be erected in accordance with the specifications.

Memorials can be placed on the grave when settled down and the area will be grassed over. Temporary wooden crosses are allowed prior to erection of a headstone but should only be in position for a maximum of 18 months. Stone tablets are available from most monumental masons and are acceptable until a headstone is provided.

Only one vase is permitted to each grave and must consist of only a natural quarried stone, this must not exceed 12 inches in any dimension, such measurements to include any base on which the vase is placed.

Dimensions of the Memorial Max height 6 inches/ 15 centimetres, the top of which may taper to a minimum of 3 inches/ 8cm: Max width 2 feet 6"/76cm.

Lettering Any inscriptions other than Christian and Surnames, whether incised, cut and or gilded, painted or leaded, shall not be less than 1/2" (1cm) and not more than 1 inch (2.5cm)

Memorials are to be either a flat stone, marble desk, flat stone with sloping book type, tapered Memorial or vase. To be in either white, black or grey.

Casket Section. (Cremated Remains Plots) All memorial stones to be erected in this section to be of one size only 1'6" x 1'0" x 4" x 2" wedge with bore hole

Excavation of Works. Persons undertaking the erection of memorials must prepare all the work for fixing before entering the Cemetery and must provide all the equipment for the work.

Work inside the Cemetery will be subject to the direction of the Clerk.

Admission of workmen, vehicles, and materials. No workmen will be admitted, or materials received into the Cemetery on Sunday, Good Friday, Christmas Day, Bank Holidays, or after 12 noon on a Saturday unless special permission is granted by the Clerk.

Carts or trucks must not remain in the cemetery longer than is necessary for loading or unloading.

Damage. By erection of materials, any damage done in connection with the erection of any memorial will be the responsibility of the person doing such damage.

The committee will not accept any responsibility for any damage to memorials resulting from storm, wind, frost, lightening, subsidence, or any cause other than their own negligence.

Soliciting Orders. Soliciting any orders within the Cemetery for the erection of repair for any memorials, or any other work connected with the graves is strictly prohibited.

Removal. The owner of a private grave is responsible for the removal and replacement of all memorials and stones when such grave is reopened.

19. Neglect of Graves or Memorials

The Committee reserve the right to level mounded graves should the owners neglect to keep them in a good order.

The Committee also reserves the right to remove, refix, or refine any memorial of stone which is in their opinion, has become unsafe or dilapidated, or which, in their opinion is not kept in proper repair, or ask the owner to remove it. The owner of the grave is liable for the expense incurred in doing so.

20. Planting and Removal of Flowers and Shrubs and Trees

Old section

Lawn Section Planting of bulbs, flowers or shrubs is not permitted. Only cut flowers or bulbs in a suitable vase at headstone base.

Casket Section. Planting of bulbs, flowers or shrubs is not permitted. Only cut flowers or bulbs in a suitable vase.

21. Flowers etc, not to be taken out of the Cemetery

No flowers, shrubs or trees may be taken out of the Cemetery, without permission of the Clerk.

22. Flower Holders

Subject to the approval of the Clerk, flower holders of an ornamental character or certain types of vase may be placed on graves, but the Clerk may remove any such articles which are broken or have become unsightly.

23. Amendments of Regulations. The committee reserve the right to amend any of the foregoing Rules and Regulations

24. Date of Operation. These Rules and Regulations shall come into operation on the Eighth day of February 2019 as from which date all previous Rules and Regulations with respect to the management of the Cemetery shall cease to have effect.

All up to date records of Registered Burials, Copies of Exclusive Rights of Burials, and an up to date plan to identify each grave space will be kept by the Cemetery Clerk.